



Filing your Annual Multi-Family Recycling and Waste Reduction Report On-Line

Department of Environmental Protection
Division of Solid Waste Services
Waste Reduction and Recycling Section

David Frank, Multi-Family Recycling Program Manager



Think Reduce and Recycle at Apartments and Condominiums



Executive Regulation 15-04AM

Reporting Requirements

- Annual Recycling Report due every February 1
 - Property and contact information
 - Volumes and weights of all materials collected for recycling and for solid waste disposal
 - Description of efforts to educate residents and staff
 - Description of waste reduction activities
 - Signature of responsible party
 - Each report section is mandatory



Mandatory Recyclable Materials

- **Mixed paper**
 - White and colored paper
 - Newspapers, inserts, magazines and catalogs
 - Telephone directories, paperback and hardcover books
 - Cardboard and boxboard
 - Shredded paper
 - Coated-paper items
- **Commingled materials**
 - Plastic bottles, containers, jars, tubs, lids/caps, etc.
 - Glass bottles and jars
 - Bi-metal steel/tin cans
 - Aluminum cans and foil products
- **Scrap metal**
- **Yard trim (grass clippings, leaves and brush)**
- **Christmas trees**



Voluntary recyclable materials

Multi-family properties may also report on additional recycling efforts including:

- **Carpet and carpet padding**
- **Compact fluorescent light (CFL) bulbs and tubes**
- **Electronic items (computers, televisions, radios, etc.)**
- **Batteries**
- **Textiles**
- **Toner, printer, and fax cartridges**
- **Plastic wrap and bags**



Information to Gather Before You File...

- Collection service contracts, invoices, and/or self-hauling tracking sheets
- List of materials your property is recycling
- Recycling and trash collector information (names and addresses).
- Recycling and trash central collection container(s) information (sizes and number of each)
- Collection frequency
- Quantity of material collected in the previous calendar year (1/1/2013 – 12/31/2013)



Where do you get this information?

- Contact your collector (*Don't wait until the last minute to call!*)

** You must obtain actual weights for compactors*

- Estimate the amounts by using our estimates and tools by visiting:

www.montgomerycountymd.gov/recycling or

<http://www.epa.gov/epawaste/partnerships/wastewise/pubs/conversions.pdf>



DSWS' Recycling and Trash Weight Estimating Tool

Montgomery County Multi-Family Recycling/Trash Weight Estimate Calculator			
Recycling Estimate Weight Finder			
Container Size	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Total Yearly Pounds
60-64 gal Mixed Paper			0
60-64 gal Commingled			0
90-96 gal Mixed Paper			0
90-96 gal Commingled			0
2yd Mixed Paper			0
2yd Cardboard			0
2yd Commingled			0
4yd Mixed Paper			0
4yd Cardboard			0
4yd Commingled			0
6yd Mixed Paper			0
6yd Cardboard			0
6yd Commingled			0
8yd Mixed Paper			0
8yd Cardboard			0
8yd Commingled			0
10yd Roll-off Container Mixed Paper			0
10yd Roll-off Container Commingled			0
20yd Roll-off Container Mixed Paper			0
20yd Roll-off Container Commingled			0
30yd Roll-off Container Mixed Paper			0
30yd Roll-off Container Commingled			0
Acreage			
Yard Trim Grasscycling			0
or	Square Footage		
Yard Trim Grasscycling			0
Cubic Yards			
Yard Trim Composting			0

Trash Estimate Weight Finder			
Container Size	*Enter* Number Of Containers	*Enter* Number of Pickups per Week	Total Yearly Pounds
50-55 gal Trash			0
60-64 gal Trash			0
90-96gal Trash			0
2yd Trash Dumpster			0
4yd Trash			0
6yd Trash			0
8yd Trash			0



Examples of Common Central Collection Containers



8yd³

6yd³

4yd³

2yd³



Toters
(35, 64, 90 gallons)



Roll-off
(10, 20, 30, 34 yd³)



Compactor
(10, 20, 30, 34 yd³)



Other Methods of Collection



Secured container for confidential paper



CFL Lamp box



Now You're Ready to File Your Recycling Report On-Line

- Go To:

www.montgomerycountymd.gov/recycling



www.montgomerycountymd.gov/content/dep/swsrecyc.asp




Now You're Ready to File Your Recycling Report On-Line


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MONTGOMERY
COUNTY
Maryland




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Division of Solid Waste Services 

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Monday, January 20, 2014 - Dr. Martin Luther King, Jr., Day:
No County-provided recycling or trash collections on January 20; all collections this week shift by one day. Transfer Station closed on January 20.
[See holiday details.](#) [Sign up for email or text holiday reminders.](#) [See Christmas tree recycling details.](#)

We welcome your comments on our new site, using the form available at the bottom of each page.









Recycling, Trash, & Yard Trim Programs


[At your house](#) [At your apartment / condo](#) [At your business / organization](#)

- join our Annual Recycling Report webinar for family properties and multi-family residential
- file your Annual Recycling Report
- request recycling bins for your property
- request brochures, decals, posters and more

» [See more information for apartments and condos](#)



Connect with us    

 [Get our email and text messages](#)

Our next events

1/15/2014 [Webinar on Annual Recycling Report Filing for Multi-Family](#)



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Text Version

November 27, 2013

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Thursday, November 28, 2013: Thanksgiving Day - No County-provided recycling or trash collections on November 28; Thursday and Friday collections shift by one day. Transfer Station closes at 5 p.m. on November 27; closed on November 28.

[See holiday details](#) [Sign up for email or text holiday reminders](#).

[We now accept bulky rigid plastics for drop-off recycling!](#)

0

MC311

ANSWERING TO YOU

The Paperless Airplane

MyMontgomery

Find County Service Locations Near You

Ride On

Montgomery County Transit

CountyStat

Annual Recycling Report for Businesses and Properties

→ [Apartment/Condominium Recycling Program \(TRRAC\)](#)

→ [Non-Residential Recycling Program \(SORRT\)](#)

If your business or property type is a	Your filing deadline is
Multi-family property (seven or more dwelling units) owner, manager, or common ownership association	February 1, 2013
Large business (250+ employees)	
Medium business (100-249 employees)	March 1, 2013
Small business (fewer than 100 employees) that received a written request from DSWS	
Commercial property owner or manager of multi-tenant facilities	

Sign in

My email address is

My password is

Sign me in

→ [Send me my password](#)

→ [Create an account](#) - I'm a new filer

→ [Contact us for report assistance](#)

→ [Download User Guide \(PDF\)](#)

Multi-Family Property Filing Tools

→ [TRRAC Recycling/Trash Weight Calculator \(Excel\)](#)

→ [TRRAC Recycling Container Weight Estimates \(PDF\)](#)

TRRAC 
Think Reduce and Recycle at Apartments and Condominiums



File Online Every Year

- Establish an online recycling history for your property(ies)

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Welcome: Lauren Manager

Annual Recycling Report Dashboard

Keep track of multiple properties on one screen

Business/Property Groups

[+ Add a new business/property group](#)

Business/Property Groups	Report status	Delete
ACME Condos	2008 Filed Report	Delete
AJAX Apartments	2008 Filed report	Delete
Pinnacle Properties	Edit Report 2008	Delete

Account Tools

- [Edit your account information](#)
- [Change your password](#)

Report Archive

ACME Condos

Year	Recycling Rate (required materials)	Recycling Rate (required + voluntary materials)
View 2008 Report	46.67	46.67

Track recycling progress and view previous year reports

- Minimize data entry from year to year



Select List of Mandatory Materials Recycled at Your Property in 2013

Edit Report for:

ACME Condos

Required Recyclable Materials collected by the businesses/properties in this Report

Paper


- ☒ **Mixed paper**
(includes corrugated cardboard, newspaper, white office paper, and all other paper collected together)
- ☐ **Corrugated cardboard collected separately**
- ☐ **Newspaper collected separately**
- ☐ **Shredded paper collected separately**
- ☐ **White office paper collected separately**

Commingled Materials

- ☒ **Commingled materials**
(includes aluminum cans, glass bottles and jars, plastic bottles and containers, and steel/tin cans collected together)
- ☐ **Aluminum cans collected separately**
- ☐ **Glass bottles and jars collected separately**
- ☐ **Plastic bottles and containers collected separately**
- ☐ **Steel / tin cans collected separately**

Other materials


- ☒ **Scrap metal**
(includes appliances)
- ☒ **Christmas trees**
- ☒ **Yard trim (grass / leaves / brush / garden trimmings)**

 Proceed



Select List of Voluntary Materials Recycled at Your Property in 2013

Voluntary Recyclable Materials collected by the businesses/properties in this Report

 Proceed

- ☐ Antifreeze
- ☐ Batteries (alkaline)
- ☐ Batteries (lead-acid / rechargeable)
- ☐ Batteries (mixed types)
- ☐ Books / Catalogs / Magazines - unsold and returned to manufacturer / distributor
- ☐ Building materials (cabinets / countertops / roofing shingles / etc.)
- ☐ Carpet / Carpet padding
- ☐ Ceiling tile
- ☐ Cell phones
- ☐ Clothing / Textiles - for recycling only and not for donation or reuse
- ☐ Clothing / Textiles - for donation only
- ☐ Construction / Demolition debris (drywall / bricks / concrete / asphalt / etc.)
- ☒ Crayons
- ☐ Dirt (clean / fill / pond / etc.)
- ☐ Drink pouches / Cookie and Candy wrappers
- ☐ Electronic waste (computers / printers / monitors / cords / disks / CDs / DVDs / etc.)
- ☐ Food waste for composting - not including yard trim
- ☐ Food waste for donation only - not including yard trim
- ☐ Lights (fluorescent tubes / bulbs / ballasts / LED lights)
- ☐ Lights (holiday)
- ☐ Manure
- ☐ Mattresses
- ☐ Mercury - recycled



Enter Information Per Material

Recycling	✓ Trash	✓ Waste Reduction	✓ Education	✓ Report Details	Preview	Submit
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Mixed paper Amount collected in 2012

Edit Required Recyclable Materials List
 Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- ✓ Mixed paper
 - Commingled materials
 - Scrap metal
 - Christmas trees
 - Yard trim (grass / leaves / brush / garden trimmings)

Voluntary Recyclable Materials

- Crayons

Add a Container Type

Fields marked * are required.

Central Collection container type *
2-cubic yard dumpster

Number of Containers of this type *
1

Number of pickups per week *
2

Quantity collected in 2012
46488 pounds

1 ton = 2000 pounds

Add

Drop-down menus
and lists make filing
your annual report
easy



Enter Hauler/Collector Information

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Edit Report for: **ACME Condos**

Click the "Add Hauler" link to tell us which hauler/collector collects this material from each of your containers.

Recycling ☒ Trash Waste Reduction Education Report Details Preview Submit

Mixed paper Amount collected in 2012

Edit Required Recyclable Materials List

Edit Voluntary Recyclable Materials List

Required Recyclable Materials

Mixed paper

Commingled materials

Scrap metal

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
2-cubic yard dumpster	2	1 per week	46488 pounds	Add Hauler	Delete

[+ Add a Container](#)



Select Your Hauler/Collector

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Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Save Cancel



Choose Your Hauler/Collector

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Add or change hauler/collector

What hauler/collector collects the Mixed paper from your 2-cubic yard dumpster?

- [We hire a commercial hauler/collector](#)
- [We transport it ourselves \(self-haul or backhaul\) or mail it in](#)

Our hauler/collector for Mixed paper is

AA

AA Refuse, Inc.
AAAA Hauling & Trash Removal
AA Furniture & Home
AA Furniture and Home
AA-Refuse
AAA Computer Recycle
AAA Disposal Service
AAA Bio and Computer Recycling Inc.
AA Refuse



Have More than One Container or Hauler/Collector?

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Edit Report for: **ACME Condos**

Click the "Add Hauler" link to tell us which hauler/collector collects this material from each of your containers.

Recycling ☒ Trash Waste Reduction Education Report Details Preview Submit

Mixed paper Amount collected in 2012

Edit Required Recyclable Materials List
Edit Voluntary Recyclable Materials List

Required Recyclable Materials

- ☒ **Mixed paper**
 - Commingled materials
 - Scrap metal

Type	Number of Containers	Pickup Frequency	Quantity	Hauler	Action
90- or 96-gallon wheeled cart	6	1 per week	33384 pounds	Add Hauler	Delete
2-cubic yard dumpster	2	1 per week	46488 pounds	AA Refuse, Inc.	Delete

[Add a Container](#)



Waste Reduction Information

Edit Report for:

ACME Condos

✓ Recycling

✓ Trash

✓ Waste Reduction

✓ Education

✓ Report Details

Preview

Fields marked * are required.

Describe the progress in waste reduction and reuse efforts that have been undertaken in order to reduce the amount of refuse generated. *

We recently bought reusable mugs for all employees and stopped purchasing disposable cups, this has saved the company \$120.00 per month.

We have also set our copiers to "double sided" copying and encourage employees to keep electronic files. We have reduced in half the amount of office paper we purchase every month.

Upload document

Browse...

Save

Follow the tabs across the top to complete the annual report

You can upload existing plans or flyers instead of re-typing your accomplishments



Education Program Information

✓ Recycling	✓ Trash	✓ Waste Reduction	✓ Education	Report Details	Preview	Submit
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Fields marked * are required.

Outreach/Education activities

☒ Included recycling information in move-in package

☒ Included recycling information in property newsletter

Number of times a year

☒ Distributed County-provided educational recycling materials

☒ Had informative recycling posters at all collection sites

☒ Conducted resident recycling outreach/education event

☒ with Montgomery County

☐ without Montgomery County

☐ both with and without Montgomery County

☒ Provided in-unit recycling bins for residents to use

Other outreach/education Activities

What new educational materials from the County would be helpful in your efforts to educate yourself, your staff, and and your residents?



Annual Report Details

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Welcome: David Frank

Edit Report for:

ACME Condos

✓ Recycling

✓ Trash

✓ Waste Reduction

✓ Education

Report Details

Preview

Submit

Please confirm that the values on this page are correct, and then click "Save."

We automatically calculated these values based on the information you have provided about the businesses/properties covered by this Report. You may need to adjust these values to reflect the correct totals.

*Fields marked * are required.*

Number of units covered by this Report *

80

Total acreage of green area (landscaped and grassy area), if applicable, covered by this Report

2

 acres

Upload supporting information (file size limit is 2 Mb)

If you have a tenant list or other supporting documentation to attach to your report, please upload it here. Many file formats are accepted, including Word documents, spreadsheets, and PDFs.

 Browse...

Save



Review Completed Report

You can view
copies of your
current or past
reports any time
you need to

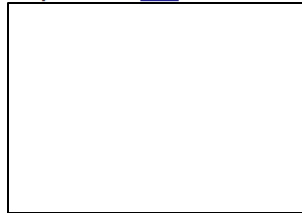


2012 Annual Recycling and Waste Reduction Report

ACME Condos

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Report Filer [edit](#)



Report statistics

Signed by:
Report Submitted:
Report Created on: 01/21/2013

For these materials	Your 2012 Recycling Rate is
Required recyclable materials	31.7
Required + Voluntary Recyclable Materials	32.1

This Report covers:

Number of units	80
Green area	2 acres

Required Recyclables [edit](#)

Mixed paper: 79872 pounds

Container type	# of containers	Pickup freq	Hauler/Collector	Quantity
2-cubic yard dumpster	2	1 per week	AA Refuse, Inc.	46488 pounds
90- or 96-gallon wheeled cart	6	1 per week	Roll-Off Express, Inc.	33384 pounds



Submit Your Recycling Report for 2013

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Edit Report for: **ACME Condos**

Fields marked * are required.

☒ Recycling ☒ Trash ☒ Waste Reduction ☒ Education ☒ Report Details

Sign and Submit Report

☒ I have completed my Report *

☒ I hereby certify that as the Designated Responsible Party, my property complies with [Montgomery County Executive Regulation 15-04AM](#), which requires recycling and reporting by my property, and confirm that the above information is accurate. *

Name of Property Owner, Manager, or Other Responsible Party *

Title of Property Owner, Manager, or Other Responsible Party *

NOTE: Want to print or save a copy for your records? We will give you a link to your signed report on the next screen.

- Receive e-mail confirming report was submitted
- Receive e-mail after report is field verified by DSWS which will include your 2013 recycling rate



Questions?



Montgomery County
Division of Solid Waste Services
Waste Reduction and Recycling Section
TRRAC Program

101 Monroe Street, 6th Floor
Rockville, Maryland 20850

(240) 777-6446 (PHONE)

(240) 777-6465 (FAX)

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www.montgomerycountymd.gov/recycling